

**WELCOME ABOARD**  
**INSPECTOR-INSTRUCTOR STAFF**  
**BROOK PARK, OHIO**



25<sup>TH</sup> MARINE REGIMENT  
4<sup>TH</sup> MARINE DIVISION  
MARINE FORCES RESERVE



## UNITED STATES MARINE CORPS

25TH MARINE REGIMENT  
4TH MARINE DIVISION  
5572 Smith Road  
Brook Park, Ohio 44142

IN REPLY REFER TO:

1000  
CO

From: Inspector Instructor  
To: Newly Assigned Marine

Subj: WELCOME ABOARD

Encl: (1) Sponsorship Assignment Letter  
(2) Inspector-Instructor Staff  
(3) Command Locations  
(4) History of 25th Marines  
(5) Cleveland Map  
(6) Brook Park Map  
(7) 25<sup>th</sup> Marine Regiment Telephone Directory  
(8) Useful Internet Sites  
(9) Reserve Definitions  
(10) Drill Dates/Annual Training Plan  
(11) Independent Duty Screening Checklist  
(12) Fleet Hometown News Release  
(13) Local Childcare Preschool Providers  
(14) Personally Procured Transportation (DITY) Move  
(15) Family Care Plan

1. Welcome to 25th Marine Regiment, 4th Marine Division, Marine Forces Reserve. I am glad to see that you have been assigned as a member of the I-I staff. Being a new member of a unit is sometimes a trying experience, with getting checked-in and adjusting to new surroundings. This welcome aboard package is not designed to be a substitute for formally welcoming you aboard, but is meant to better educate you on the requirements of being a member of this command and familiarize you with the Brook Park and the Cleveland area.

2. Our mission is simple: Provide a combat headquarters and support for the Battalion Commander to allow him to exercise command and control of his Infantry Companies. We can expect to accomplish our mission in a variety of climates and various terrains. To prepare for our mission, we are allowed 11 weekends and one 2-week training period each year. In this time, we must maintain our MOS proficiency; teach the Basic Infantry Skills; and provide essential professional development opportunities. On top of all this, we execute all administrative and logistical requirements, which allow us to operate successfully.

3. To accomplish our mission, we rely on leadership at every level. Conducting yourself in the most professional manner at all times is a key ingredient to accomplishing the mission and setting the example for your reserve counter-parts.

4. Upon receipt of this letter I would strongly encourage you to make contact with the sponsor that we assigned to help you with this transition. Please refer to Enclosure #1 for this sponsor's name and contact information. Your sponsor will help you gain an appreciation of this area which should help you determine where to live and understand all of the nuances of this independent duty.

5. Once again, **WELCOME ABOARD** and I look forward to serving with you in the future. I know that the experience and character that you will provide this unit will be lasting. **SEMPER FIDELIS!**

*M. H. BROWN*

M. H. BROWN



# UNITED STATES MARINE CORPS

3D BATTALION, 25TH MARINES  
4TH MARINE DIVISION  
5572 SMITH ROAD  
BROOK PARK, OHIO 44142-2027

IN REPLY REFER TO:  
5000  
Car Plan  
15 Apr 06

Dear

We are most pleased to have you as a member of our team. You are joining an exceptional group that performs its mission with skill and has great pride in its accomplishments. We look forward to working with you, and I am confident you will become a valuable member of 3d Battalion, 25<sup>th</sup> Marine Regiment.

I encourage you and your family to join in the many command and community activities available to you.

I assure you that I consider the safety and well being of our Marines and their families to be of utmost importance. If you should need help or advice during the relocation process, contact your sponsor.

Your sponsor is:      Grade/Name:

Work Phone:

Cell Phone:

Sincerely,

M. H. Brown, LtCol  
Inspector-Instructor

Enclosure (1)

## INSPECTOR-INSTRUCTOR STAFF

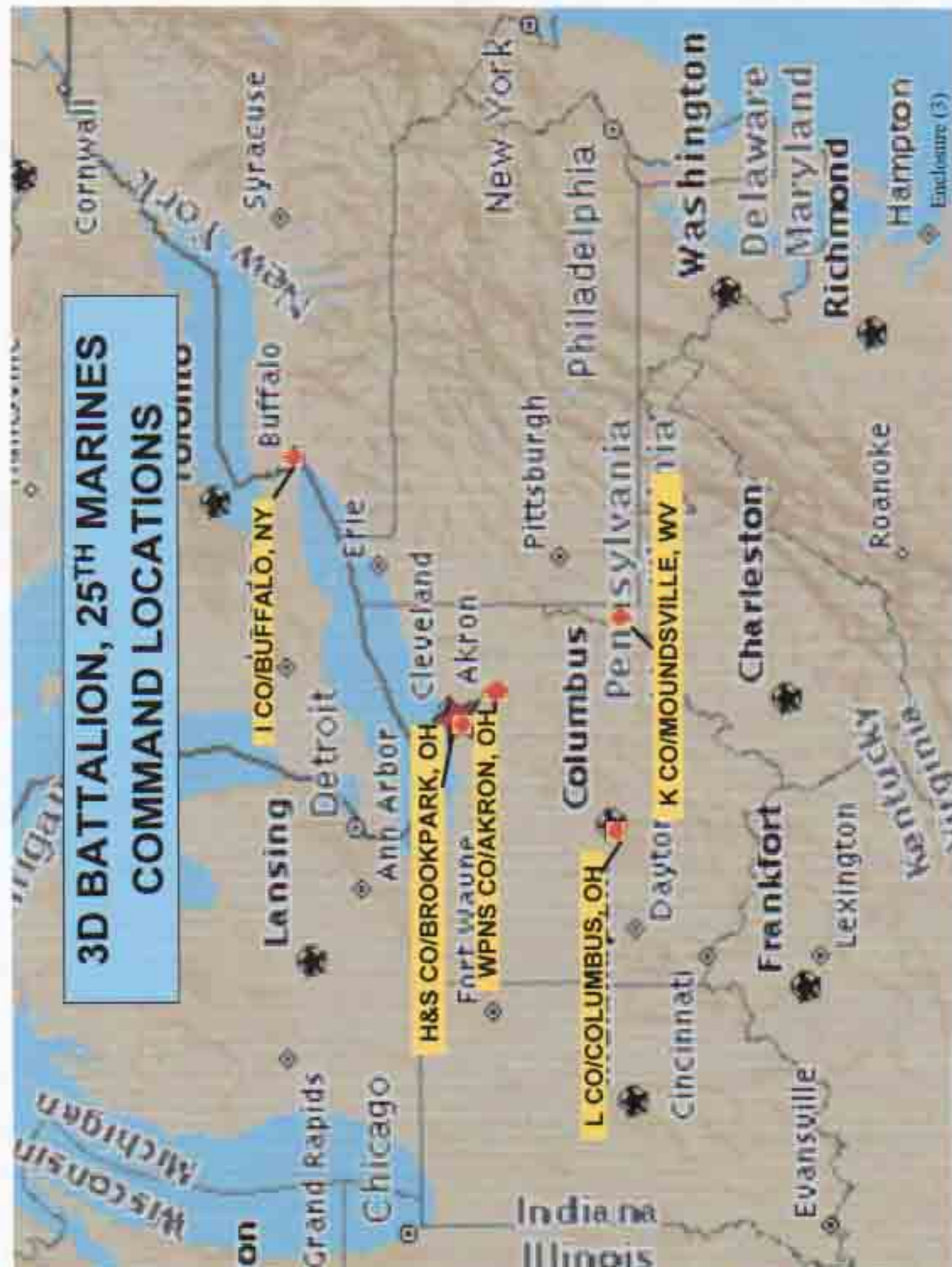
25TH MARINE REGIMENT

(216) 267-9878

Battalion Inspector-Instructor  
Assistant Inspector-Instructor  
Inspector-Instructor Sergeant Major  
Battalion Career Planner  
Administration Chief  
Unit Diary Chief  
Orders Clerk  
Operations Chief  
Bn Operations Chief  
Training Chief  
S-3/Facilities  
Logistics Chief  
Supply Chief  
Fiscal Budget Technician  
Supply Administration Clerk  
Supply Administration Clerk  
MALS Clerk  
Embarkation Chief  
Maintenance Management Specialist  
Battalion Armorer  
Motor Transport Maintenance Chief  
Motor Transport Mechanic  
Motor Transport Mechanic  
Communications Chief  
EKMS Custodian  
Information Systems Coordinator  
Communications Maintenance Chief  
Medical Representative

LtCol M. H. Brown  
Capt J. J. Cisek  
SgtMaj K.A. Conover  
GySgt M. J. Pavlick  
SSgt J. Lockridge  
Cpl D. D. Dagrava  
Sgt J. J. Vanbennekom  
MSgt R. D. Perrine  
GySgt Pavlovski  
SSgt S. Obryant  
Sgt D. Moore  
SSgt M. A. Zangare  
Sgt M. T. Campbell  
Sgt J. A. Arias  
Cpl C. J. Bradley  
Sgt R. A. Young  
Cpl J. P. Wood  
Sgt F. A. Pacheco  
Sgt D. Moore  
Sgt R. L. Kuhse  
SSgt J. M. Roach  
Cpl B. P. Ocilka  
Sgt P. D. Semlar  
GySgt R. M. Harris  
GySgt D. L. Norris  
Cpl D. M. Bombard  
Sgt C. G. Mizer  
HMC Miller

# 3D BATTALION, 25TH MARINES COMMAND LOCATIONS



# 25TH MARINES UNIT HISTORY

The 25<sup>th</sup> Marine Regiment is a command that stretches across most of the Northeastern United States. Regimental headquarters is located in Worcester, Massachusetts, and its battalions are located throughout the region. First Battalion is headquartered at Camp Edwards, Massachusetts; Second Battalion is headquartered in Garden City, New York; and Third Battalion is headquartered in Brook Park, Ohio.

The 3<sup>rd</sup> Battalion, 25<sup>th</sup> Marines also stretches across a vast area. Headquarters & Service Company is situated in Brook Park, Ohio; India Company is located in Buffalo, New York; Kilo Company is in Moundsville, West Virginia; Lima Company is located in Columbus, Ohio; and Weapons Company is located in Akron, Ohio.

The 25<sup>th</sup> Marine regiment has established a distinguished history since the Regiment's activation on May 1, 1943. During World War II, the 25<sup>th</sup> fought in the battles of Saipan, Tinian, Kwajalein Atoll, and Iwo Jima. In 1945 the Regiment was deactivated. Then on July 1, 1962 the 25<sup>th</sup> was reactivated as a Marine Corps Reserve Unit. This proud Regiment has continued to train in "every clime and place" for its important role in the defense of our nation.

The 3<sup>rd</sup> Battalion, 25<sup>th</sup> Marines has a distinguished reputation. During the battle for Iwo Jima, the Battalion was tasked with the securing of Airfield One, then further tasked with pushing northward into the heart of the Japanese defenses. Colonel Justice Marino Chambers received the Congressional Medal of Honor for his actions as the commander of 3/25 during the battle of Iwo Jima. His citation reads, in part, that while "exposed to relentless fire, he coolly reorganized his battle-weary men, inspiring them to heroic efforts by his own valor and in leading an attack on the critical, impregnable high ground." His medals are displayed in the trophy case located at 3/25's Battalion headquarters in Brook Park, Ohio.

The Marine and Sailors of 3<sup>rd</sup> battalion, 25<sup>th</sup> Marines have distinguished themselves recently as well. During Operation Desert Storm, 3/25 was called to active duty to support operations conducted in Southwest Asia. Although the Battalion did not deploy to Southwest Asia, 3/25 played a key role by participating in other operations the Marine Corps was committed to support. Members of the Battalion found themselves in Norway, Panama, and Honduras.

In 2004, the warning order was received that the Battalion would mobilize for deployment with the II Marine Expeditionary Force's Regimental Combat Team 2 (2<sup>nd</sup> Marine Division) in support of Operation Iraqi Freedom. The Battalion was well-poised to carry out the mobilization order, having recently planned and executed the deployment of three rifle companies to three different combatant command regions to support five training exercises while

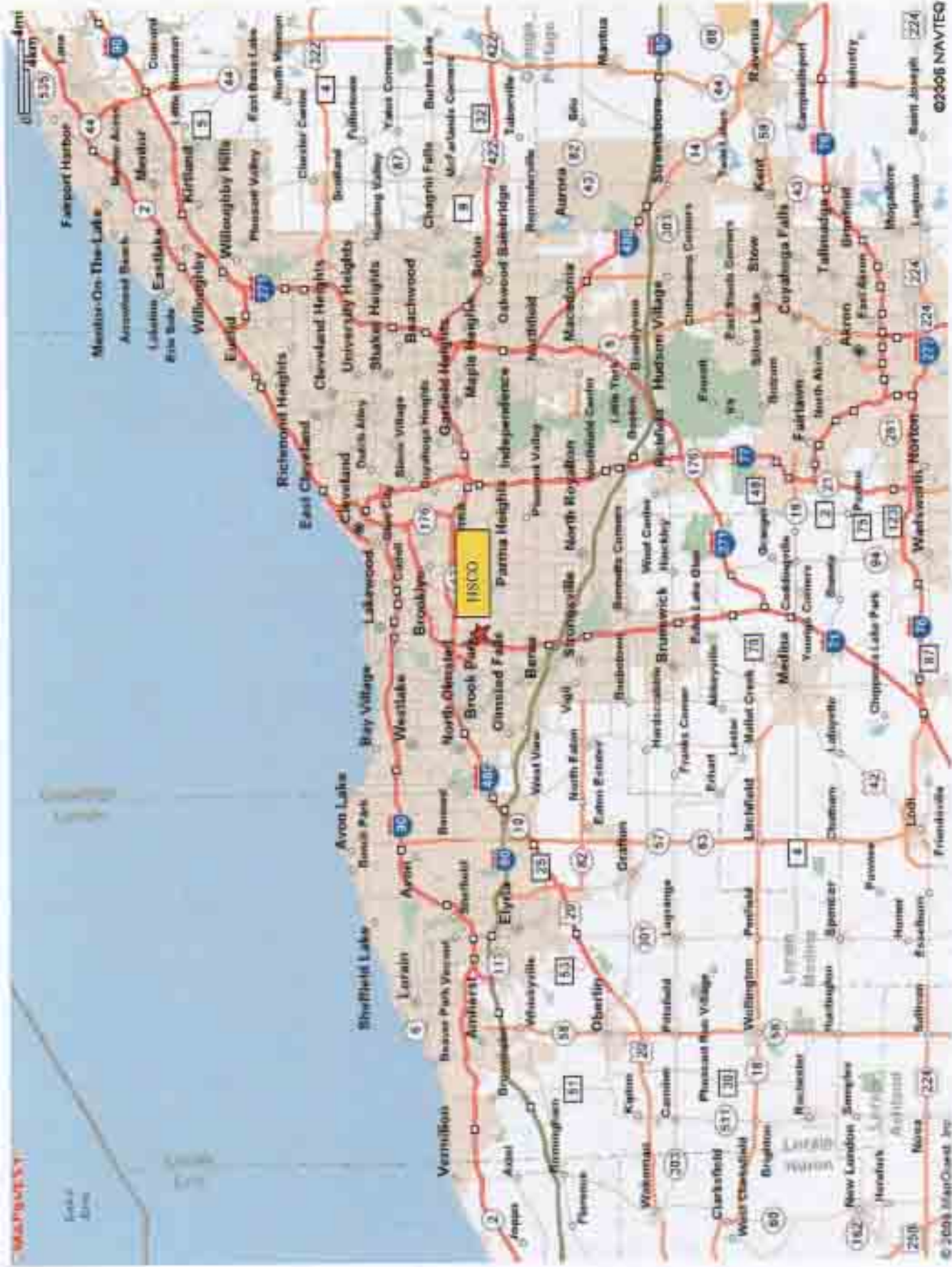
simultaneously conducting a battalion annual training exercise, a tactical air control party exercise.

Each of the five companies within the Battalion activated on Jan. 4, 2005. From Jan 10 to late February 2005, the companies conducted pre-deployment training at Marine Corps Air-Ground Combat Center Twentynine Palms and March Air Reserve Base, California. The Battalion was in Iraq by the first week of March 2005, tasked with training the Iraqi Security Forces (ISF) and conducting stability and security operations to prevent insurgents from gaining a foothold in and around the cities of Iraq's Al Anbar province.

Major operations that the battalion participated in include Operation Matador, Operation New Market (Souk Jadeed), and Operation Spear (Romhe). During Operation Matador from May 7-14, RCT-2 secured objectives in and around the Euphrates River cities of Karabilah, Ramana and Ubaydi (near the Syrian border), killing more than 125 insurgents, wounding many others, detaining 39 insurgents of intelligence value, seizing numerous weapons caches containing machine guns, mortar rounds, rockets, vehicle borne improvised explosive devices and materials used for making explosive devices. During Operation New market in late May, RCT-2 and ISF disrupted insurgent activity in the vicinity of Haditha and maintained the pressure on insurgents that began with Operation Matador. Several insurgents were killed in the battle, and weapons and ammunition were seized. During operation Spear in mid-June, RCT-2 and ISF rooted out insurgents and foreign terrorists, disrupted insurgent support systems, and destroyed enemy explosives in and around the Iraqi city of Karabilah.

The Battalion rotated out of Iraq in late September 2005, and is scheduled to deactivate on Jan 3, 2006. Forty-six Marines and two navy Corpsman serving with the Battalion in Iraq made the ultimate sacrifice to forward the cause of democracy. A memorial paying tribute to the Battalion's fallen heroes was erected at the Battalion headquarters in Brook Park, Ohio and was dedicated on Nov. 12, 2005.

In addition to its tactical missions, the battalion exhibits superior community outreach by providing personnel to support countless community events, to include rendering final honors at funerals for area Marine veterans, casualty assistance calls, color guards, and the annual Toys for Tots campaign.



GREATER CLEVELAND / NORTHERN OHIO AREA

Enclosure (5)



BROOK PARK AREA MAP

BATTALION STAFF

BILLET  
COMMANDING OFFICER  
EXECUTIVE OFFICER  
SERGEANT MAJOR

PHONE  
EXT 2211  
EXT 2214

NAME  
LTCOL GALLO  
MAJ BLANCHARD  
SGTMAJ ALTIERI

S-1

ADJUTANT  
CAREER PLANNER  
CHAPLAIN

EXT 2232  
EXT  
EXT

SSGT PAVLICK  
LT HLAVIN

S-2

OFFICER  
CHIEF

EXT 2217

MAJ HARRIS  
CPL MCCOLLISTER

S-3

OFFICER  
AIR OFFICER

EXT 2217  
EXT 2217

MAJ LAWSON  
MAJ WOODFORD

S-4

OFFICER  
ARMORY

EXT 2235  
EXT

MAJ SHERIDAN

MEDICAL

MEDICAL  
MEDICAL FAX

EXT 2234  
216-267-3003

HMC MILLER

S-6

OFFICER  
COMM PLT

EXT  
EXT

HEADQUARTERS COMPANY

COMMANDING OFFICER  
EXECUTIVE OFFICER  
FIRST SERGEANT  
CO/GYSGT  
COMPANY OFFICE

EXT 2238  
EXT 2238  
EXT 2238  
EXT 2238  
EXT 2238

MAJ RUSICA  
GYSGT SINGER  
SSGT ROEPKE

ARMORY SERVICE RECRUITER

SGT ROSSOW  
FAX

EXT 9940  
216-267-9407

MISCELLANEOUS NUMBERS

D CARDS FED BLDG  
DPAS (PAY SECTION)  
-G EXCHANGE

1-800-449-3327  
216-671-3267

INSPECTOR-INSTRUCTOR STF

BILLET  
BATTALION I&I  
ASST I&I  
SERGEANT MAJOR

PHONE  
EXT 2211  
EXT 2212  
EXT 2214

NAME  
LTCOL BROWN  
1stLT CISEK  
SGTMAJ CONOVER

S-1

ADMIN CHIEF  
CAREER PLANNER  
UD CLERK  
ORDERS CLERK  
WOUNDED WARRIOR

EXT 2219  
EXT 2232  
EXT 2215  
EXT 2218  
EXT 2236

SSGT LOCKRIDGE  
GYSGT PAVLICK  
CPL DAGRAVA  
SGT VANBENNEKOM  
SSGT PRIESTLY

S-2/S-3

OPERATIONS CHIEF  
ASST OPERATIONS CHIEF  
TRAINING CHIEF

EXT 2216  
EXT 2217  
EXT 2241

MSGT PERRINE  
GYSGT PAVLOVSKI  
SSGT OBYANT

S-4

SUPPLY OFFICER  
SUPPLY CHIEF  
MAL CLERK  
DASF  
FISCAL  
WAREHOUSE  
SUPPLY FAX

EXT 2212  
EXT 2209  
EXT 2208  
EXT 2210  
EXT 2206  
EXT 2237  
216-267-9327

1stLT CISEK  
SGT CAMPBELL  
CPL WOOD  
SGT ARIAS  
CPL BRADLEY

LOGISTICS

LOGISTICS CHIEF  
MMC  
EMBARK CHIEF

EXT 2239  
EXT 2223  
EXT 2222

SSGT ZANGARE  
SGT MOORE  
SGT PACHECO

ARMORY

ARMORER

EXT 2235

SGT KUHSE

MOTOR TRANSPORT

MT MAINT CHIEF  
MT OPS CHIEF  
MT BAY

EXT 2203  
EXT 2203  
EXT 2204

SSGT ROACH  
CPL OCILKA  
CPL SEMLAR

COMMUNICATIONS

COMM CHIEF  
EXMS CUSTODIAN  
ISC  
MAINT CHIEF

EXT 2200  
EXT 2207  
EXT 2200  
EXT 2200

GYSGT HARRIS  
GYSGT NORRIS  
CPL BOMBARD  
SGT MIZER

MAINTENANCE

MIMMS/PUBS

EXT 2223

SGT MOORE

MEDICAL

MEDICAL  
MEDICAL FAX

EXT 2234  
216-267-3003

HMC MILLER

## USEFUL INTERNET WEB SITES

1. <http://www.travelcleveland.com/>: Provides useful information about the Cleveland area, to include entertainment and dining.
2. <http://www.cleveland.com/>: Provides useful information about the Cleveland area, to include weather, sports and real estate link.
3. <http://www.apartmentguide.com>: Provides useful information about apartment available in the local area, to include price, photos, and floor plans. When searching the Cleveland area select "Southwest" area for listings in Brook Park and the surrounding area.
4. <http://www.cityofbrookpark.com/>: Provides useful information about Brook Park, to include local schools, emergency services and weather.
5. [http://www.relocate-america.com/states/OH/cities/brook\\_park.htm](http://www.relocate-america.com/states/OH/cities/brook_park.htm): Provides useful information about buying homes in the local area, to include local property taxes.
6. [www.amtrak.com](http://www.amtrak.com): Amtrak provides service to various locations leaving from the downtown Cleveland, to include, Chicago, Toledo and Washington D.C with fares as low as \$54 one-way to Washington D.C.
7. <http://www.gcrrta.org/index.asp>: Provides useful information about the local bus and rail routes, to include schedules and fares.
8. [www.mfr.usmc.mil](http://www.mfr.usmc.mil): Provides useful information about the Marine Corps Reserve to include unit locations.
9. <http://www.mfr.usmc.mil/4thmardiv/25thmar/3dbn/>: Provides useful information about 3d Battalion, 25<sup>th</sup> Marines, to include the Inspector Instructor Staff photos and phone numbers.
10. [www.ala.usmc.mil](http://www.ala.usmc.mil): Provides useful information about PCS moves concerning the shipment of households goods, from FAQ's to tracking a movement claim. This link is to MCLB Albany where all household goods shipment/DITY move claims are sent to for those Marines assigned to Independent Duty in the Ohio region.

## RESERVE DEFINITIONS

**Ready Reserve:** Consists of members and units of the Marine Corps Reserve subject to recall for active duty in time of war or national emergency.

**Selected Marine Corps Reserve (SMCR):** Consists of three elements-SMCR units, Individual Mobilization Augmentees (IMA) and the Active Reserve (AR).

**Individual Mobilization Augmentees (IMA):** IMA program provides a source of trained and qualified individuals to fill a time sensitive portion of the Active component wartime structure.

**Active Reserve (AR):** AR Marines support the organization, training, instruction, retention, and administration of the Marine Corps Reserve. Consists of Reserve officer and enlisted Marines who serve in designated full-time billets.

**Individual Ready Reserve (IRR):** Consists of Marines not affiliated with SMCR unit but still under contract with the Marine Corps Reserve.

**Marine Rear Area Operations Group (MRAOG):** Provides command and control staff for rear area operations based on specific mission or task assigned.

**Active Duty Special Work (ADSW):** Provide opportunities for Reserve Marines to support short-term requirements, special projects, and exercise support participation for both Active and Reserve forces.

**Temporarily Not Physically Qualified (TNPQ):** An injury or illness that will prevent the member from drilling for a minimum of two but not to exceed six months.

**Not Physically Qualified (NPQ):** A TNPQ Marine that exceeds six months or a Marine determined to be medically unable to drill due to injury.

**Annual Training (AT):** 15 day active duty period, including 1 day for travel, used to train Reserve Marines: usually conducted in the summer.

**Additional Training Period (ATP):** Are used by SMCR's to accomplish additional required training. Training must last 4 hours and no more than 2 ATP's can be used in a day. Limited to 30 per FY.

**Readiness Management Period (RMP):** Used to support on going day-to-day operations. Training must last 4 hours and no more than 1 can be used in a day. Limited to 30 per FY.

**Rescheduled Individual Drill Training (RIDT):** Used when a drilling Reserve is unable to make a scheduled drill date and needs to reschedule a makeup date.

**Excused Absences (EA):** A drilling Reserve is unable to attend scheduled drill due to family/personal emergency.

**(EIO):** Is an excused absence to be made up with pay.

**(EIN):** Is unexcused absences to be made up with out pay, however, drill points are still given.

**Satisfactory Year:** A FY in which the SMCR member obtains 50 membership points towards retirement.

**Selective Reserve Incentive Program (SRIP):** A bonus program that pays drilling SMCR members a bonus for either reenlisting or affiliating with the SMCR. Bonuses are MOS and RUC specific as established in MCO 7220R.38C and published annually by MARADMIN.

**Montgomery GI Bill-Reserve KICKER (MGIB KICKER):**

Educational benefit that pays drilling SMCR members an additional \$350 per month for 36 months for agreeing to drill with their SMCR unit for 6 years. The MGIB-R KICKER is MOS and RUC specific as established in MCO 1560R.30B and published annually by MARADMIN.

**Reserve Promotion Affiliation Program (RPAP):** A program that allows a drilling SMCR member, who has satisfactorily completed 6 continuous years in the SMCR, to be promoted to either the rank of corporal or sergeant, upon agreeing to drill with the unit for 2 additional years from the date of promotion.

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
HRSS	20-21	16-16	17-18	20-22	17-20	12 Jun-9 Jul	12 Jun-9 Jul	23-26	22-23	19-21	10	7-9
FOE	CDC Operations / SWO Training EXERCISE REDWOOD FOREST #4	CDC Operations / SWO Training EXERCISE REDWOOD FOREST #5	CDC Operations / SWO Training EXERCISE CROCIDILE HUNTER #1	CPX - EXERCISE CROCIDILE HUNTER #2	Bn Ops - EXERCISE CROCIDILE HUNTER #3	Annual Training Tallman Saber	Annual Training Tallman Saber	Field Range	Family Day	CDC Operations / SWO Training	Marine Corps Birthday Ball	CDC Operations / SWO Training
Loc	Brook Park	Brook Park	Brook Park	Brook Park	Quantico	Australia	Australia	Quantico	Brook Park	Brook Park	Cleveland	Brook Park
Co I	19-21	15-17	22-25	20-22	17-20	12 Jun-9 Jul	12 Jun-9 Jul	15-17	19-21	17-19	TBD	TBD
FOE	Asstt Stand Down / Annual Requirements	Defensive Operations / Annual Requirements	BN SASO/MOUT	Patrolling / BZO / NBC / Offensive Operations	Bn Ops - EXERCISE CROCIDILE HUNTER #3	Annual Training Tallman Saber	Annual Training Tallman Saber	Field Range	PFT / Swim Qual / Family Day	MOUT / WPNS Shoot	Marine Corps Birthday Ball	Offensive Ops
Loc	HTC	HTC	Quantico	Flintsville	Quantico	Australia	Australia	Panconville	HTC	Fort Drum	Adams Mark	
Co K	19-21	15-16	16-18	20-22	17-20	12 Jun-9 Jul	12 Jun-9 Jul	24-26	21	TBD	TBD	TBD
FOE	Offensive Operations Classes	Offensive Ops FEX	Defensive Classes	Offensive Operations	Bn Ops - EXERCISE CROCIDILE HUNTER #3	Annual Training Tallman Saber	Annual Training Tallman Saber	Weapons Shoot/Squad live fire and movement	Family Day	MOUT / WPNS Shoot	Marine Corps Sunday Ball	Offensive Ops
Loc	HTC	Camp Leavenworth	HTC	TBD	Quantico	Australia	Australia	Quantico	Barnwood City Park	TBD	Mountain/Garrys Castle	
Co L	19-21	16-18	23-25	21-22	17-20	12 Jun-9 Jul	12 Jun-9 Jul	TBD	21	TBD	TBD	TBD
FOE	Crew Served Weapons shoot/EMP	Pistol range/ JMWV/ course/ Medical stand down	Medical Stand down (PMA), NCO Dev Drill (Separate Drill Period)	Swim qual / NBC / annual training requirements	Bn Ops - EXERCISE CROCIDILE HUNTER #3	Annual Training Tallman Saber	Annual Training Tallman Saber	Weapons Shoot/Squad live fire and movement	Family Day	MOUT / WPNS Shoot	Marine Corps Birthday Ball	Offensive Ops
Loc	Altitude	Altitude	HTC	TBD	Quantico	Australia	Australia	TBD	HTC			TBD
WPNS	19-21	16-18	9-11	13-15	17-20	12 Jun-9 Jul	12 Jun-9 Jul	9-12	BYE MONTH	TBD	10	TBD
FOE	Crew Served Weapons Live Fire	Defensive	Crew Served Weapons Live Fire	Offensive Operations	Bn Ops - EXERCISE CROCIDILE HUNTER #3	Annual Training Tallman Saber	Annual Training Tallman Saber	Field Range	BYE MONTH	PFT Make up Field Range	Marine Corps Birthday Ball	Offensive Ops
Loc	Indianover Gap	Camp Altitude	Fort AP Hill	TBD	Quantico	Australia	Australia	Camp Altitude		HTC Akron	HTC Akron	TBD

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - INDEPENDENT DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORM IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORMAT IS TO BE DESTROYED UPON THE MARINE'S ARRIVAL AT THE INDEPENDENT DUTY ASSIGNMENT OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THE FORM WILL BE SENT TO THE CMC (MMEA) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. Independent duty is primarily defined as duty with inspector-instructor staffs, Marine Corps District Headquarters, Marine Corps Recruiting Stations and 4th Marine Air Wing (MAW) units. Permanent change of station orders directing the transfer of Marines to other isolated assignments may require screening for independent duty in accordance with this order when directed by the Commandant of the Marine Corps.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to independent duty. The results of the completed screening will be reported to the gaining command and info CMC (Code MMEA-8). Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for independent duty. The command will contact the CMC (Code MMEA) via naval message when there is a change in the Marine's status. The gaining command should make every effort to contact the losing command to ensure the inbound Marine remains qualified. Upon request, certain criteria may be waived by the CMC (MMEA-8).

RANK      NAME

SSN/MOS

PREREQUISITE

MINIMUM AGE OF  
21

MINIMUM PRO/CON  
MARKS AVERAGE IN  
SERVICE - 4.4/4.4  
PRO/CON MARKS:

REMARKS

Although age is not a prime indicator of maturity, it is a fairly reliable measure of experience. In this respect, the more experienced the independent duty Marine, the better the individual is able to cope with additional duties which are assigned; i.e., burial details, processing of Marine absentees and deserters, and color guard details, to name a few.

QUALIFIED

yes/no

MAXIMUM DEPENDENTS  
SGT/BELOW (2);  
SNCO (4)

This is a precaution to avoid potential financial hardships. This Marine will not be authorized special duty assignment pay or cost of living allowance. (If financially stable can be waived by MMEA)

yes/no

NUMBER OF FAMILY  
MEMBERS: \_\_\_\_\_

**DISCIPLINARY RECORD AND DRUG OR ALCOHOL  
RELATED INCIDENT**

**1. COURT-MARTIAL**

5 or more years has elapsed since the offense occurred. (A court-martial conviction may be waived)

yes/no

**2. NJP**

Not more than two NJPs in the past 5 years. Not more than one NJP in the 12 months preceding the detachment date.

yes/no

**3. DRUG/ALCOHOL  
RELATED  
INCIDENT(S)**

No drug related incidents within the last 5 years. No alcohol related incidents within the last 2 years preceding the detachment date. (A waiver granted for reenlistment is not valid for assignment to independent duty. A separate waiver must be requested.)

yes/no

**MEDICALLY AND  
PHYSICALLY QUALIFIED  
FOR DUTY**

DATE OF LAST  
PHYSICAL: \_\_\_\_\_

DATE OF MOST  
RECENT PFT: \_\_\_\_\_

SCORE: \_\_\_\_\_  
(MUST SCORE A  
THIRD CLASS OR  
BETTER NO MORE  
THAN 30 DAYS  
PRIOR TO DATE  
OF DETACHMENT)

Marines may be assigned to an area far removed from the nearest government medical facility. The Marine must be medically fit. All Marines must be physically examined within 12 months preceding the reporting date. Standard Forms 88 and 93 must be completed. A medical officer will certify in block 77 of Standard Form 88 that the Marine is physically qualified for independent duty. Commanding Officers will personally screen the Marine's medical record. Attention should be directed towards any indication of alcohol related or psychological problems.

yes/no

**DENTALLY QUALIFIED  
(CLASS I OR II)**

The Marine must be dentally qualified (Class I or II). Since this Marine may be far removed from a government-supported medical facility, dental problems may translate into an increased financial burden. All dental treatment shall be completed prior to detachment from the Marine's parent command. Marines considered permanent Dental Class III IAW NAVMEDCOMNOTE 6600 of 8 Sep 1987 are qualified for the purpose of this order.

yes/no

**MARINE'S FAMILY  
SHOULD NOT REQUIRE  
UNUSUAL OR  
RECURRENT MEDICAL  
OR DENTAL CARE**

Commanders should consider this requirement equally important to the individual Marine's fitness for duty. Consideration must be given to serious physical conditions or abnormalities which require specialized medical or dental treatment or specialized training (i.e., handicapped children) that are not likely to be available in the absence of Navy or other Armed Forces medical treatment facilities without considerable expense.

yes/no

**VALID STATE MOTOR  
VEHICLE OPERATOR'S  
LICENSE AND A U.S.  
GOVERNMENT MOTOR  
VEHICLE OPERATOR'S  
IDENTIFICATION  
CARD, STANDARD  
FORM 46**

The potential independent duty Marine will need both civilian and government operator's permit to carry out daily routine functions. The government license (SF 46) must authorize operation of tactical vehicles M998 series 1 1/4 ton HWMV and M1008 1 1/4 ton CUCV.

yes/no

**FINANCIALLY  
RESPONSIBLE**

The Marine has demonstrated an ability to manage personal financial affairs with maturity and judgment. Does not exhibit a pattern of indebtedness or frequently write checks without sufficient funds. Marines on independent duty may face additional expenses due to the non availability of major military support facilities. They should have approximately \$550.00 net available funds after completing the Commanding Officer's Financial Worksheet.

yes/no

**HAS A MINIMUM OF  
3 YEARS OBLIGATED  
SERVICE REMAINING**

To ensure continuity in these isolated duty stations, Marines must have at least 3 years obligated service remaining upon reporting.

yes/no

EAS: \_\_\_\_\_

**MEETS PERSONAL  
APPEARANCE AND  
HEIGHT AND WEIGHT  
HT: \_\_\_\_\_**

**WT: \_\_\_\_\_**

**BODY FAT: \_\_\_\_\_**  
(indicate body fat if Marine is over prescribed weight standards)

The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10\_. No unresolve history of assignment to weight control of personal appearance programs is authorized. Marines will be weighed in P.T. gear, no shoes.

yes/no

**PROFICIENT IN  
PRIMARY MILITARY  
OCCUPATIONAL  
SPECIALTY (PMOS)**

Marines must possess a high degree of proficiency in their primary MOS. The Marine may be the only Supply Administrative person (MOS 3043), or Personnel Chief (MOS 0193) authorized at the independent duty station.

yes/no

**MEDIUM BLUE  
UNIFORM ALLOWANCE**

Prior to transferring a Marine to independent duty, the medium blue uniform allowance must be issued or ordered IAW with MCO P10120.28\_, paragraph 02055.11.

yes/no

I have personally screened \_\_\_\_\_  
GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine does not meet the requirements, explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Battalion/Squadron SgtMaj's Printed Name

\_\_\_\_\_  
Battalion/Squadron SgtMaj's Signature Date

\_\_\_\_\_  
Commanding Officer's Printed Name Rank Billet(\*)

\_\_\_\_\_  
Commanding Officer's Signature Date



# NAEYC-accredited Child-care Center/Preschool

Yrs Open	Yrs Accred	Hours	Enrollment	Teacher/Infant Ratio	Teacher/Toddler Ratio	Teacher/4-yr-old Ratio	Teacher/5-yr-old Ratio	Cost/Infant (range)	Cost/Toddler (range)	Cost/Preschool (range)	Add'l Fees (range)	Avg Teacher Svc (yrs)	Connected to a Business/Institution	Avg Wait List (mos)	Notable Features
52	5	M, T 9:30 a.m.-2:30 p.m.; W, Th, F 9 - 3 p.m.; program times vary	72	N/A	N/A	1:8	1:10	1:10	N/A	N/A	\$800- \$840/yr	11	no	NP	Parent co-op, stresses independence; nine-month program
72	15	9:15-11:45 a.m. 1:15-3:45 p.m. carniora1@aol.com	125	N/A	N/A	1:5	1:7	1:7	N/A	see Notable Features	\$15 - \$80	9 1/2	no	varies	Parent/child program for 2 1/2-year-olds (\$410-\$1,030/yr) and pre-K "Plus"
75	17	6:30 a.m.-6 p.m.	81	N/A	N/A	1:3	1:5	1:5	N/A	based on income	\$55	11	no	0	Helps parents with social-service needs
50	17	7 a.m.-5:45 p.m.	76	N/A	N/A	1:5	1:8	1:8	N/A	sliding scale	\$85	12	no	2	In a University Circle learning collaboration; nine-month program
4	2	6:30 a.m.-6:30 p.m.	120	1:5	1:7	1:2	1:12	1:14	\$221	\$183	\$80	3	no	6	Has computers; music, Spanish and fitness classes; and hot lunches
32	17	9:30-11:30 a.m. 12:30-2:30 p.m.	131	N/A	N/A	1:7	1:10	1:10	N/A	N/A	\$25	10	no	varies	Program runs Sept. through May
19	15	7 a.m.-6 p.m.	125	N/A	N/A	1:8	1:10	1:10	N/A	\$155	\$80	12	Cuyahoga Community College	0	Lab setting for Tri-C's early childhood program
33	6	7 a.m.-6 p.m.	60	N/A	N/A	1:8	1:10	1:10	N/A	\$155	\$50	15	Cuyahoga Community College	less than 1	College environment provides creative experiences; good staff retention.
30	6	8:30-11:15 a.m. and 12:45-3:30 p.m.	43	N/A	N/A	N/A	1:11	1:11	N/A	N/A	free	NP	Cuyahoga Heights School District	N/A	Free program for 4-year-olds in school district
30	16	7 a.m.-6 p.m.	100	N/A	N/A	1:5	1:9	1:9	N/A	\$211	\$100	5	no	6-12	Diverse; tuition subsidized for lower-income families
37	6	M-F 6:30 a.m.-6 p.m., Sat 7 a.m.-noon	125	1:25	1:4.5	1:5	1:12	1:14	\$185	\$165	0	4	no	less than 1	Behavioral health services provided three times per week
56	11	M-Th 9-11:15 a.m.	34	N/A	N/A	1:4.5	1:5	1:5	N/A	N/A	\$13.75- \$22.50/wk	10	no	0	Parent-operated; parent classroom participation
50	12	9-11:30 a.m.	48	N/A	N/A	1:8	1:12	1:14	N/A	N/A	\$50	8.6	no	varies	Extended day to 1:55 p.m. offered for \$9 on W and F
21	17	6:30 a.m.-6 p.m.	144	1:4	1:8	1:9	1:9	1:10	\$170	\$150	\$35 - \$80	7	located on Baldwin-Wallace College campus	6	Program of Berea Children's Home & Family Services; promotes early literacy
3	1	6:30 a.m.-6:30 p.m.	111	1:3	1:8	1:10	1:10	1:10	based on income	based on income	NP	2.5	MBNA*	varies	State-of-the-art facility; onsite nurse

Cuyahoga County  
 Brecksville Cooperative Preschool  
 4430 Oakwood Road, Cleveland  
 Charlene Neboux, bachelor's; (440) 528-2048  
 Carol Nursery School  
 1924 Sussex Road, Shaker Heights  
 Barbara Palumbo, bachelor's; (216) 991-3449; carniora1@aol.com  
 Center for Families & Children: Mather  
 Child Care/Head Start/Early Head Start  
 9203 Union Ave., Cleveland  
 Pamela Miller, bachelor's; (216) 271-0096; pmiller@c4fc.org  
 Center For Families & Children  
 Wade Child Care Center  
 9111 Yale Ave., Cleveland  
 Gloria Allen, bachelor's; (216) 761-4994  
 Children's World Learning Center  
 2000 Allen Bradley Drive,  
 Mayfield Heights  
 Beth Barabach, bachelor's; (440) 684-0683; COA12@co.kc.kc.com  
 Covenant Nursery School  
 4356 Center Road, Brunswick  
 Linda Vaughn, bachelor's; (330) 273-0760; lvaughn@cominter.net  
 Cuyahoga Community College  
 Early Learning Center  
 7025 Homewood Ave., Parma Heights  
 Theresa Moos, associate's; (216) 987-5314; teresa.moos@tri-c.edu  
 Cuyahoga Community College Metro  
 Early Childhood Center  
 2900 Community College Ave., Cleveland  
 Spring Tubbs, master's; (216) 997-4375  
 Cuyahoga Heights Elementary School  
 4800 E. 71st St., Cuyahoga Heights  
 Andrew Picciano, master's; (216) 428-5880  
 Early Childhood Enrichment Center  
 19824 Sussex Road, Shaker Heights  
 Lynn Prange, master's; (216) 991-9751; lprange@cacac.k12mi.net  
 East End Neighborhood House Day Care  
 2749 Woodhill Road, Cleveland  
 Peggy Huckaby, associate's; (216) 791-8378  
 Euclid Cooperative Preschool  
 21000 Lake Shore Blvd., Euclid  
 Marilyn Eckert, bachelor's; (216) 731-1318  
 Fairmount Church Cooperative  
 Nursery School  
 2757 Fairmount Blvd., Cleveland Heights  
 Beverly Dobras, associate's; (216) 321-5000, ext. 144  
 Family Life Center  
 132 Jacob St., Berea  
 Stephanie Thomas, bachelor's; (440) 243-4280; sthomas@bchfs.org  
 Great Expectations VIII  
 3275 Science Park Drive, Beachwood  
 Gladys Gattuso, bachelor's; (216) 445-7899; ngb@greatexpectations.org



## **Personally Procured Transportation (DITY-Move)**

Congratulations on your assignment to Inspector-Instructor Duty, whether this is your first PCS move or your tenth, you and your family have enough to worry about. DITY moves can be trying experiences for all those involved, and the key to a successful move is having the right information. You can obtain this information from the Marine Corps Logistics Base Albany website located at [www.ala.usmc.mil](http://www.ala.usmc.mil) and clicking on "Do It Yourself (DITY) Claims"; located in the lower left hand corner of their webpage.

You will be linked to such resources as Frequently Asked Questions, weight estimator/calculator, the forms required to request a DITY move from your local Transportation Management Office, and finally, a settlement tracker once you have mailed in your claim.

Do not forget to have the following information when mailing in your DITY move claim:

DD Form 278 - Application for Do It Yourself Move  
DITY Counseling Checklist & Certification of Expenses  
DD Form 1351-2 - Travel Voucher  
Weight Tickets - Empty and Full  
Confirmation of receipt of Advanced Operating Allowance  
DITY Move Certificate of Expenses - Gas and Toll Receipts  
Rental Contract - If rented a truck or trailer

Once again, congratulations on your new assignment, and welcome aboard.

## FAMILY CARE PLAN WORKSHEET

Ref: MCO 1740.13A

Purpose: Marines are responsible for immediate availability during rapid response situations to worldwide deployment contingencies. Failure to produce a family care plan in accordance with MCO 1740.13A can result in transfer to an inactive status, discharge, or separation may be recommended.

If you are a single parent with sole custody and or a sole primary care giver for either an elderly or disabled family member you need to have on file with the command a detailed family care plan.

Rank: \_\_\_\_\_ Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

SSN: \_\_\_\_\_ Unit: \_\_\_\_\_ Section: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Dependent (1): \_\_\_\_\_  
(Whom you have sole custody/care for)

SSN of Dependent: \_\_\_\_\_ Age: \_\_\_\_\_

Address of  
Dependant: \_\_\_\_\_

\_\_\_\_\_  
Name of Dependent (2): \_\_\_\_\_  
(Whom you have sole custody/care for)

SSN of Dependent: \_\_\_\_\_ Age: \_\_\_\_\_

Address of  
Dependant: \_\_\_\_\_

Name of Dependent (3) : \_\_\_\_\_  
(Whom you have sole custody/care for)

SSN of Dependent: \_\_\_\_\_ Age: \_\_\_\_\_

Address of  
Dependant: \_\_\_\_\_

**Primary Custodian (Short Term Deployment) :** \_\_\_\_\_

Relationship to Custodian: \_\_\_\_\_

Primary Custodians address: \_\_\_\_\_

Primary Custodians Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Primary Custodian (Short Term Deployment) : \_\_\_\_\_

Relationship to Custodian: \_\_\_\_\_

Alternate Custodians address: \_\_\_\_\_

Alternate Custodians Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Custodians E-mail Address: \_\_\_\_\_

**Primary Custodian (Long Term Deployment) :** \_\_\_\_\_

Relationship to Custodian: \_\_\_\_\_

Primary Custodians address: \_\_\_\_\_

Primary Custodians Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Primary custodian E-mail Address: \_\_\_\_\_

Alternate Primary Custodian (Long Term Deployment): \_\_\_\_\_

Relationship to Custodian: \_\_\_\_\_

Primary Custodians address: \_\_\_\_\_

Primary Custodians Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Primary custodian E-mail Address: \_\_\_\_\_

#### CHECKLIST

##### CAREGIVER DESIGNATED:

AGREEMENT SIGNED BY CAREGIVER	YES	NO
CAREGIVER COUNSELED BY FAMILY SERVICE CENTER	YES	NO
TEMPORARY CUSTODY AGREEMENT	YES	NO
DOCUMENTS FOR CAREGIVER TO USE BASE FACILITIES	YES	NO
CAREGIVER MEETS REQUIREMENTS/STANDARDS	YES	NO

##### LEGAL:

WILLS	YES	NO
POWER OF ATTORNEY	YES	NO

##### FIANACIAL:

ALLOTMENTS FOR CARE OF DEPENDENTS	YES	NO
BANK ACCOUNTS/ACCESS/ARRANGEMENTS	YES	NO

##### LOGISTICAL:

MOVEMENT/TRANSPORTATION ARRANGEMENTS	YES	NO
ESCORTS IN TRAVEL TO LOCATION OF CAREGIVER	YES	NO
USE OF PERSONAL PROPERTY AGREEMENTS	YES	NO
CARE OF HOME/QUARTERS	YES	NO
MEDICAL ACRE/SUPPORT (IF REQUIRED)	YES	NO
LANGUAGE TRANSLATOR (IF REQUIRED)	YES	NO
FAMILY CONTACTS	YES	NO

##### FAMILY CARE PLAN REVIEWED BY:

Sergeant Major: \_\_\_\_\_ Date: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_ Date: \_\_\_\_\_